

INTERAGENCY HELICOPTER OPERATIONS GUIDE
APPENDIX G - Helibase Crew Reference: Daily Helicopter Operations Checklist

APPENDIX G: HELIBASE CREW MEMBER REFERENCE - DAILY HELICOPTER OPERATIONS BRIEFING/DEBRIEFING CHECKLIST.¹

The purpose of this appendix is to provide a short reference for helibase management personnel and pilots to follow the Daily Helicopter Operations Briefing/Debriefing Checklist conducted by the Helibase Manager.

The Helibase Crew Member Reference sheets in this appendix are designed to be copied, cut along the lines, hole-punched at the top, and inserted in the user's Fireline Handbook. Helibase operations personnel may then refer to these pages during the morning briefing and nightly debriefing conducted by the Helibase Manager.

¹ At the time of the initial printing of the IHOG, efforts were being made to produce many of the briefing/debriefing items and checklists on large laminated sheets for placement on the helibase display board. Users should check the status of this project and the availability of the sheets.

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I. ORGANIZATION AND PERSONNEL

- A. Helibase Organization Chart completed, reviewed and posted. Trainee assignments made.
- B. Personnel responsibilities (job descriptions) reviewed. Personnel are aware of their day's assignment.
- C. Pilot and aircraft cards checked and current for intended mission(s).
- D. Pilot, Mechanic, and Service Truck Driver duty and flight/driving limitations being recorded.

E. Contractor and government personnel properly rested. Days off schedule established and known.

F. Appropriate personnel have copy of Incident Action or Project Plan; all Pilots and Helispot Managers have copy of ICS-220, Incident Map and Communications Plan.

II. COMMUNICATIONS

- A. Communications Plan available, current, discussed, and posted. Frequencies known to all personnel.
- B. Flight following and TOLC procedures known and discussed; Communications within helibase, to ICP, and to helispots adequate.
- C. Adequate number of radios and batteries available to cover all necessary helibase positions and helispots. All radios (including aircraft) tested prior to operations.

III. LANDING AREAS

- A. Separation between helibase pads is adequate; separate areas established for different types of helicopters and operations.
- B. Dust abatement available and measures to be taken as necessary; if chemicals to be used, Resource Advisor consulted.
- B. Helibase approach-departure paths and hover lanes, incident/project flight routes established, entered to Helibase Facilities, Hazards, and Flight Route Map and Incident/Project Map, reviewed, and posted on Display Board.

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III. LANDING AREAS (Cont.)

- C. Operating procedures established and reviewed for movement of helibase personnel and vehicles. Security procedures established as appropriate.
- D. Load planning summaries for helispots updated, reviewed, and posted. All helispots inspected and numbered, hazards identified and reviewed with Managers and Pilots.

IV. SAFETY

- A. Helibase Emergency Rescue Plan updated, discussed, and posted. Medevac pilots/aircrews assigned and aware of assignment.
- B. Visibility 1/2 mile minimum; weather forecast and contingency plan for adverse weather and inversions (smoke, fog) discussed.
- C. Use of Personal Protective Equipment for pilots, helibase, and helispot personnel known. Helispot personnel have firefighting tools and overnight gear.
- D. Military Training Routes/Special-Use Airspace considerations have been discussed with Pilots.
- E. Temporary Flight Restriction (if applicable) has been checked with ASGS or AOB and discussed with Pilots.
- F. Helibase and on-incident flight hazards (wires, winds, smoke, inversions, other aircraft, etc.) posted and discussed.
- G. Fire extinguisher requirements met; personnel aware of use.
- H. Personnel are aware of fueling and bonding procedures.
- I. Helibase Crash-Rescue Plan known and discussed; evacuation and extrication kits located appropriately and clearly marked.
- J. Previous day's safety problems discussed and solved.

V. OPERATIONS

- A. Incident Action Plan or Project Aviation Plan and ICS-220 Air Operations Summary discussed. Priorities reviewed and established; initial entries have been made to Helibase Mission Request Log. Unscheduled mission request procedures known.

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V. OPERATIONS (Cont.)

- B. Previous day's operational problems discussed and solved.
- C. Helicopter tactics (water dropping) discussed: supervision/control, role of Air Attack and/or Helicopter Coordinator (if assigned) known; location of water points known.
- D. Load calculations for each aircraft posted and information entered or updated to load capability summaries.
- E. Deck Coordination procedures discussed and known: passenger briefing, manifesting, cargo, hover hookups, movement of personnel and vehicles around helibase.
- F. Transport of hazardous materials discussed; personnel are aware of packaging requirements.
- G. Commonly requested items (water, rations, hose, pump and saw kits, gas) available at helibase; procedures with Supply Unit reviewed.
- H. Initial Attack Crew and Aircraft assigned and briefed.
- I. Special operations (helitorch, plastic sphere dispenser, retardant mixing) plans and procedures reviewed as appropriate.

VI. ADMINISTRATIVE.

- A. Aircraft Daily Cost requirements to be completed by end of operational period.
- B. Display Board current with updated copies of required maps, charts, and forms.
- C. Nightly debriefing time established. All personnel, including pilots, made aware of requirement for constructive feedback and critique. Provision made for debriefing of pilots and helibase personnel going off-shift early.

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VII. DAILY DEBRIEFING. (Document problems in space provided below each item.)

- A. Feedback from Pilots.
- B. Communications/TOLC/Radio Operator Successes/Problems.
- C. Mission scheduling Successes/Problems.
- D. Deck Coordination Successes/Problems.
- E. Helispot Successes/Problems.
- F. Passenger/Cargo manifesting Successes/Problems.
- G. New Hazards identified.
- H. General Helibase Successes/Problems.
- I. Briefing on next day's shift plan; aircrew schedule (available/commence) established.
- J. Individual Aircraft Cost Reports To Be Submitted Immediately And Posted To Helibase Daily Use and Cost Summary.
- K. Equipment rental shift tickets reviewed and approved.
- L. Crew Time Reports To Be Approved and Submitted Immediately To Time Unit Leader